

EVALUATION OF NON-CERTIFICATED STAFF
INSTRUCTIONAL SUPPORT PERSONNEL

PURPOSE

1. To provide an opportunity for administration and instructional support employees to discuss objectively the contributions of an employee to the school district.
2. To provide an opportunity for administration to plan for better staff development programs.
3. To establish a way by which administrators can make recommendations concerning employment of instructional support personnel.

GUIDELINES

1. The term "evaluation" means a written document prepared by a member of the administrative staff.
2. The evaluation will be in narrative form addressing the following areas: instruction, instructional planning, student management, school and community relations, and professional improvement.
3. Each instructional support employee shall receive an evaluation two (2) times a year, prior to December 15 and prior to June 15.
4. Each evaluation may be followed at the request of either party within a responsible period of time, but in no instance less than 24 hours or more than 15 school days, by a conference between the administrator/supervisory staff and the instructional support employee. The instructional support employee shall have the right to submit his/her written disclaimer within ten (10) school days following a conference. Such disclaimer shall be a part of all copies of the evaluation.
5. It shall be the responsibility of the Superintendent, in consultation with his/her instructional support personnel, to use and periodically evaluate an appropriate instrument for the evaluation of instructional support personnel.

Source: Regular Board Meeting

Date: November 15, 1995



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